

**REQUEST FOR PROPOSALS
FOR
PUBLIC DEFENDER SERVICES**

**City of Redmond, Washington
P.O. Box 97010
Redmond, WA 98073-9710**

GENERAL INFORMATION

The City of Redmond seeks proposals from qualified suppliers of Public Defense services. The City contracts with King County for court services at King County District Court, East Division, Redmond Courthouse located at 8601 160th Ave. N.E., Redmond, WA., a short walk from City Hall and the Redmond Public Safety Building.

The city's Public Defense service provider must comply with the Washington Defender Association Standards for Public Defense Services (www.defensenet.org/resources/WDStand.htm). The average number of City of Redmond cases assigned to the Public Defender each month was 52 in 2004 and 58 for the first eight months of 2005. An increase in the caseload is expected as a result of the new law regarding driver's license suspension that went into effect in July, 2005 and the August, 2005 Supreme Court decision in Redmond v. Bagby. The current caseload of approximately 600+ cases per year will require a minimum of two full-time attorneys (with support staff) to comply with the Public Defender Standards.

Succinct and concise responses to this Request for Proposal are preferred. In addition to the required information, additional exhibits/information providing clarification may be attached.

Firms submitting proposals for the provision of Public Defender Services may not discriminate on the basis of sex, race, color, creed, national origin, age, or marital status.

The City of Redmond reserves the right to refuse any and all proposals and to waive any irregularities or informality in any proposal in the selection process. If selection of a contractor is made, final selection is the sole decision of the City of Redmond, and the respondents to this RFP or any other parties have no appeal rights or procedures guaranteed to them.

REQUIREMENTS

The City's Scope of Work (Exhibit A) outlines the services to be provided. The Exhibit B shows the weekly court schedule and the minimum number of public defense attorneys the city is requiring at the court each day. A sample City of Redmond standard contract which will be used to secure these services has been attached for review purposes. Additionally, the City requests the Public Defender Attorney provide/poless the following:

1. A contact attorney assigned to the city.
2. The contact attorney's correspondence address, telephone (for regular working hours and after-hours availability), e-mail address, and fax number.
3. Monthly invoicing for services performed including: a total for Public Defense Services, a separate total for appearances at arraignments and the number of arraignments attended, and an alphabetic client list, charge, case number, and the date of the charge.
4. Proof of insurance.
5. Accessible Eastside office.

PRICING

Each respondent shall provide a complete statement of proposed charges and costs with the basis for those charges and costs. The City may request follow up information on pricing proposals to facilitate comparisons among proposed pricing structures.

Examples:

A flat fee for the first X number of cases assigned during the calendar year, payable at \$_____ per month for each calendar month in the year and an additional \$_____ for each case in excess of the first X number of cases assigned during the year. Additional fees and charges separately identified.

A per case fee based on the average number of cases over the past six months with adjustments every six months for changes in the average caseload. Additional fees and charges separately identified.

REFERENCES

The contractor shall furnish the government name, contact person, address and telephone number of three government references.

CONTRACT PERIOD

The Public Defender contract will be for a period of three years beginning on January 31, 2006 and ending on January 31, 2009. At the end of this period, the City may choose to renew the contract for additional two year periods or request additional proposals. The contract may be terminated at the election of the City, the contractor, or for reasons beyond the control of either party as spelled out in the contract.

EVALUATION CRITERIA

Public Defender proposals will be reviewed on the basis of ability to fulfill the City's public defense responsibilities, the cost of providing public defense services, and the completeness/understandability of the proposal.

SELECTION PROCESS

All interested suppliers are required to submit a written proposal for services and send it along with any other narrative information that would describe your firm and the service to be provided to the City of Redmond by the stated deadline. In addition to pricing requirements some additional required details include: size of the law firm, experience of the personnel to be assigned to the City, office location and normal office hours. Proposals will be reviewed and the two or three most qualified in the opinion of the City may be asked to make an oral presentation.

Contact: Chris Gianini, Finance Department 425 556-2141

September 20, 2005 Request for Proposal released.

October 18, 2005 Proposal due date. Two sealed copies of the proposal must be received by the City Clerk's office by 4:00 p.m. on October 18, 2005. All copies must be signed by an official authorized to bind the firm. The envelope should be clearly marked "Public Defender Services RFP". Any proposal received after 4:00 p.m. will not be considered.

To mail proposals:

City Clerk's Office
Mail Stop: PSFIN
City of Redmond
P.O. Box 97010
Redmond, WA 98073-9710

To hand deliver proposals:

City Clerk's Office
Public Safety Building, 2nd Floor
8701 160th Avenue, N.E.
Redmond, WA 98052

November 15, 2005 Final selection.

The above dates are estimates and are subject to change by the City.

January 31, 2006 Effective date of contract.